

CLASSIFIED RECRUITMENT ANNOUNCEMENT
Assistant Accounting Manager (Fiscal Analyst 5)

Reports to: Accounting Manager
Division: **Administrative Services**
Classification: Classified
Salary: \$47,016 - \$61,632
Closes: This position is open until filled
Screening of applications will begin on May 8, 2014

Agency Profile

The Washington Student Achievement Council links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

About the Division

The Administrative Services division collaborates with all stakeholders to achieve the goals and objectives of the Washington Student Achievement Council (WSAC). The Administrative Services division recommends and implements effective and efficient practices throughout the agency, while upholding statewide rules and regulations, in accounting, budgeting, contracting, facilities, equipment, records management, human resources, programming, telecommunications and data network infrastructure, data management, purchasing, and grant compliance management services.

A major function of the Accounting department is to ensure the integrity of the WSAC's financial data and to ensure compliance with state and federal laws, rules, regulations and policies. Accounting staff develop and implement accounting procedures designed to provide reliable financial reports and accountability for state resources (assets). As mandated by WSAC's federal grants, accounting staff also coordinate and execute statewide rules and regulations with federal laws.

About the Position

The Assistant Accounting Manager is a senior level professional accounting position that monitors financial activities, reconciles and leads the entry and compilation of fiscal transactions and performs complex analyses of fiscal activity from multiple funding sources. This position guides and advises accounting and program staff to ensure compliance with agency directives and policies, GAAP, SAAM, and state and federal rules and regulations while maintaining a high level of service to the customers of the WSAC's programs and policy efforts.

The Assistant Accounting Manager supervises one fiscal technician supervisor, leads a team of 2 fiscal analysts and one payroll supervisor and provides guidance and support to the accounting and program staff on all phases of accounting including receivables, payables, revenues, contracts, disbursements, payroll, purchasing, inventories and travel. In addition to ensuring compliance with state and federal rules, this position develops internal controls ensuring all expenditures and disbursements are for lawful and proper purposes and are recorded in a timely manner.

Essential Functions

- Acts as the highest agency technical expert in the Agency Financial Reporting System (AFRS): provides technical assistance in system functionality and maintains the agency's chart of accounts within the system
- Analyzes, investigates and resolves accounting transactional discrepancies and policy issues as they arise
- Continually assess employees' performance, recognizing good performance and intervening appropriately when performance is not acceptable
- Conducts timely and meaningful employee performance evaluations
- Reviews and approves payroll ensuring compensation and benefit information are entered accurately into the Human Resources Management System (HRMS)
- Provides training and technical assistance to program staff to ensure compliance with federal and state accounting and reporting requirements
- Creates and maintains effective working relationships with internal customers to address evolving business needs
- Reviews, reconciles and corrects the daily AFRS in-process and error file
- Reconciles the General Ledger: investigates and analyzes the ledger for proper liquidation
- Annually provides direction and guidance to program staff on accurate 1099 reporting and ensures the reporting is finalized by the required deadline
- Works directly with the Accounting Manager to complete the Comprehensive Annual Financial Report (CAFR) closing
- Updates and maintains Capital Asset Management System (CAMS) and small and attractive inventory for the agency
- Identifies, develops, and maintains adequate internal controls
- Acts in place of the Accounting Manager in the Accounting Manager's absence

Work Activities

55% Routine Activities:

Daily:

- Reviews AFRS batch release and error screens daily
- Ensures fiscal transactions are timely released to comply with prompt pay statutes
- Works with staff to identify and correct errors
- Reviews staff requests for Purchase cards (Pcards), orders & cancels Pcards, increases & decreases spending limits with the Accounting Manager's approval

Monthly:

- Reviews fiscal month Enterprise Reports expenditure/revenue reports for federal programs
- Prepares Journal Voucher (JV), cash receipts and draws money from the federal government system
- Prepares State Work Study JV transfer

20% Fiscal Year End Activities:

- Directs and assists agency staff on:
 - general ledgers
 - coding of revenue and expenditures
 - the correct use of transcodes

- Works with internal staff and outside agencies to:
 - ensure interagency receivables/payables are in balance
 - reconcile CAMS balances to AFRS
 - post depreciation into AFRS
 - assist in the reconciliation of federal revenue and expenditures
 - assist with year-end recognition of revenue
 - assist in preparing disclosure forms

10% Twice-Monthly Activities:

- Reviews and approves payroll.
- Ensures that the date entry of the payroll information entered into HRMS is accurate
- Assists with State Payroll Revolving Account, (fund 035), reconciliation problems regarding retirement, medical aid, savings bonds, or health insurance

5% Periodic Activities:

- Updates and maintains CAMS and the small and attractive inventory spreadsheets
- Ensures that all capital assets that can be inventoried are marked upon receipt and acceptance in compliance with SAAM
- Updates and maintains (or directs the maintenance of) procedures written in plain talk

5% Year-end Activities:

- Coordinates program and accounting data and ensures the annual preparation and filing of the agency's 1099s is conducted in accordance with Internal Revenue Service laws and Office of Financial Management rules and regulations.

5% Other Related Duties as Assigned

Required Education and Experience

Education and Experience:

- A Bachelor's degree
- 18 quarter or 12 semester hours in accounting, auditing, or budgeting and four to five years of relevant professional experience

Knowledge, Skills, and Abilities:

- Advanced proficiency in Excel, Enterprise Reporting & AFRS
- Intermediate proficiency in Word
- A broad knowledge and experience in the application of SAAM and GAAP in a state agency environment
- Knowledge and application of state and federal rules and regulations
- Experience working with, and understanding of, an agency's chart of accounts structure
- Ability to write clearly and effectively in plain talk
- Ability to streamline processes and operate in a Lean environment while maintaining proper procedures
- Ability to build strong working relationships and a positive working environment
- Ability to multi-task, prioritize work and complete in an accurate and timely manner
- Ability to work collaboratively and productively with management
- At least two years of experience leading/ supervising employees
- At least two years of experience providing employees with expectations and monitoring their performance

- Ability to communicate professionally and effectively with internal and external customers

Desired:

- Professional user experience with the Washington State Human Resource Management System (HRMS)
- Experience filing contracts in the Personal Services Database

Application Procedures

To apply for this position find the Assistant Accounting Manager position and complete your profile at www.careers.wa.gov. Attach the following to your profile before completing the online application:

1. A cover letter describing how you meet the required and desirable education and experience of this position
2. A current resume
3. The names, titles and phone numbers of three professional references
4. Responses to the supplemental questions

This recruitment is open until filled. The screening of applications will begin on May 8, 2014.

Please note: The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process. Generic cover letters will be considered non-responsive and may eliminate you from further consideration. You should keep a copy of your application for your files.

QUESTIONS?

For questions about this recruitment contact Alisha Rollins at AlishaR@wsac.wa.gov, or you may call (360) 753-7857.

The Washington Student Achievement Council is an equal opportunity/ affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please call (360)753-7802 as early as possible regarding any assistance you may require.